

M e m o r a n d u m

Date: December 4, 2009

To: Garberville Area

Attention: Lieutenant A. E. Jager *ADAM*From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.17571.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 9, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 413 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 56 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	181	43.83%	23.67	24
Telecommunications	143	34.62%	18.69	19
Fleet	19	4.60%	2.48	3
Weapons	70	16.95%	9.15	10
Total	413			56

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 55 of the 56 items were located. One item listed on the Area's property list was transferred to another Area. The corresponding Credit Memo – Equipment, CHP 266, is attached to this report. The property inspection results of the equipment recorded on the

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predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 14 of the 14 items reconciled.

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 55 of the 56 items were located. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in attachment A. Additionally, fourteen items from the command's OPI inventory lists were randomly sampled and all fourteen items selected reconciled.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancy has been rectified, please submit a memorandum to the Office of Inspections through your respective Division by March 4, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Northern Division
Fiscal Management Section
Office of Inspections, Audits Unit

Attachment

A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Garberville Area
September 9, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Handheld TruSpeed Lidar Unit / Laser Technology	159978				X		Item transferred to Humboldt Area (125) on 04-22-2009, CHP 266 attached.

Attachment B

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
GARBerville AREA**

ATTACHMENT B

Property inspection list to equipment

	ASSET #	DESCRIPTION	MANUFACTURER NAME	SERIAL #	Y	N	A	T	C	OTHER
1	114622	SWITCH	3COM	7ZNV2523F78	X					
2	125032	BREATH ANALYZER	INTOXIMETER	047791	X					
3	125037	BREATH ANALYZER	INTOXIMETER	047796	X					
4	141360	LAPTOP	GATEWAY	0035965106	X					
5	141823	LAPTOP	GATEWAY	003640667	X					
6	141827	LAPTOP	GATEWAY	003640600	X					
7	141829	LAPTOP	GATEWAY	003640576	X					
8	141830	LAPTOP	GATEWAY	003640602	X					
9	141838	LAPTOP	GATEWAY	003640575	X					
10	141839	LAPTOP	GATEWAY	003640586	X					
11	144315	SCALE DIGITAL ELECTRONIC	OHAUS		X					
12	144318	SCALE DIGITAL ELECTRONIC	OHAUS		X					
13	146435	COPIER, DIGITAL SIMPLEX MULTI-FUNCTIONAL	SHARP	66000800	X					
14	146981	DIGITAL CAMERA	SONY	3513476	X					
15	147533	PRINTER	HEWLETT PACKARD	CNWB870908	X					
16	150941	DIGITAL VOICE RECORDER	OLYMPUS	100312590	X					
17	150947	DIGITAL VOICE RECORDER	OLYMPUS	100312589	X					
18	150954	DIGITAL VOICE RECORDER	OLYMPUS	100250473	X					
19	150961	DIGITAL TRANSCRIPTION KIT	OLYMPUS	DV5402-02	X					
20	151428	COMPUTER	HEWLETT PACKARD	2UA7230GZK	X					
21	159978	LIDAR SPEED ENFORCEMENT SYSTEM	LASER TECHNOLOGY INC	TS000616				X		TRANSFERRED TO HUMBOLDT AREA (125) ON 04-22-09
22	164116	COMPUTER	HEWLETT PACKARD	MXL8320B3F	X					
23	83518	RECORDER	CRAIG	19170910	X					
24	99968	BUILDING UTILITY METAL PO E95-42 40097	CJROCO		X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
GARBerville AREA**

ATTACHMENT B

Equipment to inventory list

ASSET #	DESCRIPTION	MANUFACTURER NAME	SERIAL #	Y	N	A	T	C	OTHER
1 125033	BREATH ANALYZER	INTOXIMETER	047792	X					
2 130532	ROUTER	CISCO	FHK072510NF	X					
3 141018	FILE SERVER	HEWLETT PACKARD	2UX54101KV	X					
4 143655	SWITCH	3 COM	KZN543A51F8	X					
5 150958	DIGITAL VOICE RECORDER	OLYMPUS	100106493	X					
6 150959	DIGITAL VOICE RECORDER	OLYMPUS	100106500	X					

LEGEND

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Attachment C

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS
PROPERTY INSPECTION REPORT
GARBERVILLE AREA**

ATTACHMENT C

Property inspection list to equipment

	ASSET #	DESCRIPTION	VEHICLE / MISC.	VEHICLE / MISC.	MANUFACTURER NAME	SERIAL #	Y	N	A	T	C	OTHER
1	F2038	Generator			GENERAC	887050	x					
2	R40999	Mobile Radio	1270492		GE	9523558	x					
3	R41714	Mobile Radio	1204735		GE	9540656	x					
4	R42689	Mobile Radio	1270737		GE	9541590	x					
5	R42837	Mobile Radio	C2989F	1237623	GE	9541503	x					
6	R44266	Mobile Radio	1240108		GE		x					
7	R44428	Mobile Repeater	1270492		GE	7545771	x					
8	R45586	Mobile Repeater			GE	7639469	x					
9	R46244	Mobile Repeater			GE		x					
10	R46966	Mobile Repeater	3QDY787	5LMC758	GE	7780235	x					
11	R54571	Scanner	1240108		UNIDEN	45007695	x					
12	R64129	Hand-Held Radio	12524		MOTOROLA	402AWY1356	x					
13	R70376	Battery Charger - Radio			MOTOROLA		x					
14	R70385	Battery Charger - Radio			MOTOROLA		x					
15	R72043	Analyzer/Conditioner - Radio			MOTOROLA		x					
16	R74875	Scanner	1239764		UNIDEN	75001971	x					
17	R76444	Telephone System			TOSHIBA		x					
18	R79051	Citizen Band Radio	1189363		UNIDEN	85015262	x					
19	R94176	Scanner	1270492		UNIDEN	320Z44003020	x					

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**CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS
PROPERTY INSPECTION REPORT
GARBERVILLE AREA**

ATTACHMENT C

Equipment to inventory list

	ASSET #	DESCRIPTION	VEHICLE / MISC.	VEHICLE / MISC.	MANUFACTURER NAME	SERIAL #	Y	N	A	T	C	OTHER
1	R44069	Mobile Radio	1248506		GE		x					
2	R45653	Mobile Repeater	1248506		GE	7723162	x					
3	R50907	Scanner	1248506		UNIDEN	5000231	x					
4	R53367	Mobile Radio	1249904		GE	9543066	x					
5	R90242	Scanner	1249904		UNIDEN	316Z44000426	x					
6	R90927	Control Head - Mobile	1248506		GE		x					
7	R95281	Control Head - Mobile	1270492		GE		x					

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Attachment D

**CALIFORNIA HIGHWAY PATROL
2009 FLEET RECORD
INSPECTION REPORT
GARBERVILLE AREA**

ATTACHMENT D

Property inspection list to equipment

	EQUIPMENT #	LICENSE #	MANUFACTURER	Description	MODEL	Y	N	A	T	C	OTHER / COMMENTS
1	1248506	1248506	FORD	ENFORCEMENT SEDAN	CRNVIC	X					
2	1249904	1249904	FORD	PRIMARY COLLISION FACTOR	CRNVIC	X					
3	1270492	1270492	FORD	ENFORCEMENT SEDAN	CRNVIC	X					

LEGEND

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Attachment E

**CALIFORNIA HIGHWAY PATROL
2009 WEAPONS RECORD INSPECTION REPORT
GARBERVILLE AREA**

ATTACHMENT E

Property inspection list to equipment

Weapon Type	Serial Number	Control Number	Employee I.D.	Last Name	First Name	Y	N	A	T	C	Other / Comments
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					

Equipment to inventory list

Weapon Type	Serial Number	Control Number	Employee I.D.	Last Name	First Name	Y	N	A	T	C	Other / Comments
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	X					

Legend:

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION,

• **CHP 266**

• **ASSET LOCATOR**

Item Number**Look up by****Tag # Serial #**

Look up

Asset Information**Asset #** 159978**SN** TS000616**Model #** LTI-20/20 TRUSPEED**Description** LIDAR SPEED ENFORCEMENT SYSTEM**Vendor Name** STAY SAFE STORE**Warranty End****Asset Key** LIDAR SPEED ENFORCEMENT SYSTEM.LTI-20/20
TRUSPEED.NONE**Location** 126.00.00.0**Vehicle #****Assigned to Vehicle****LC#**